

JOB TITLE: Mapper

TAX/16

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position is responsible for the preparation and maintenance of tax maps for the county.

MAJOR DUTIES:

- o Plots parcels, tracts, new subdivisions, right-of-ways, and other pertinent features on cadastral maps and GIS maps, using recorded legal documents such as deeds and surveys as source information.
- o Generates new appraisal and ownership records from map changes; assigns new maps and G-pin numbers; updates existing records to correct current data.
- o Checks and verifies new property record for exemptions, delinquent taxes, lenders, municipality lines, and fire and sanitary codes; maintains deed packets and reference materials; serves as review officer for all plats and surveys to ensure compliance with state standards.
- o Assists listing and collections departments in solving problems or disputes with tax payers; assists general public with property questions.
- o Conducts deed research and gathers data on sales and value of real estate.
- o Tabulates and sends bills to attorneys, realtors, and surveyors, for copies of maps and property cards.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county and department policies and procedures.
- o Knowledge of the geography of the county and its municipalities.
- o Knowledge of computerized graphic mapping systems.
- o Knowledge of the principles and practices of cartography and property mapping.
- o Knowledge of geographical information systems methods and techniques.
- o Knowledge of accounting and bookkeeping practices.
- o Skill in planning and organizing work.
- o Skill in conducting real estate title and ownership research.

- o Skill in operating standard office equipment.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Tax Administrator assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedure, accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant state laws, county and department policies and procedures, and legal boundary descriptions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical mapping duties. The volume of work performed and frequent interruptions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist with maintaining the GIS database. Successful performance in this position helps ensure the accuracy of GIS maps and the county database for the listing and appraisal of real estate.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, municipal employees, attorneys, surveyors, real estate personnel, appraisers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing, bending, crouching, or stooping. The employee occasionally lifts light objects, uses equipment requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.